GFI Product Manual

GFI MailArchiver™

User Manual

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Document Version: MAR-UM-EN-2.00.00

Last updated: October 5, 2011

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1 Using GFI MailArchiver

Read this chapter for information related to:

- Logging in GFI MailArchiver
- Browsing archived emails
- Working with emails
- Searching for archived emails
- Accessing multiple mailboxes
- Changing the display language

1.1 Logging in GFI MailArchiver

Navigate to **Start ► GFI MailArchiver ► GFI MailArchiver**. GFI MailArchiver will load in your default internet browser. Key in your domain credentials (username and password used to login your Microsoft Windows installation) when prompted.

Alternately, from your internet browser, key in the following URL:

```
http://<GFI MailArchiver host name>/<GFI MailArchiver virtual folder name>
```

For example:

```
http://mydomain.com/MailArchiver
```

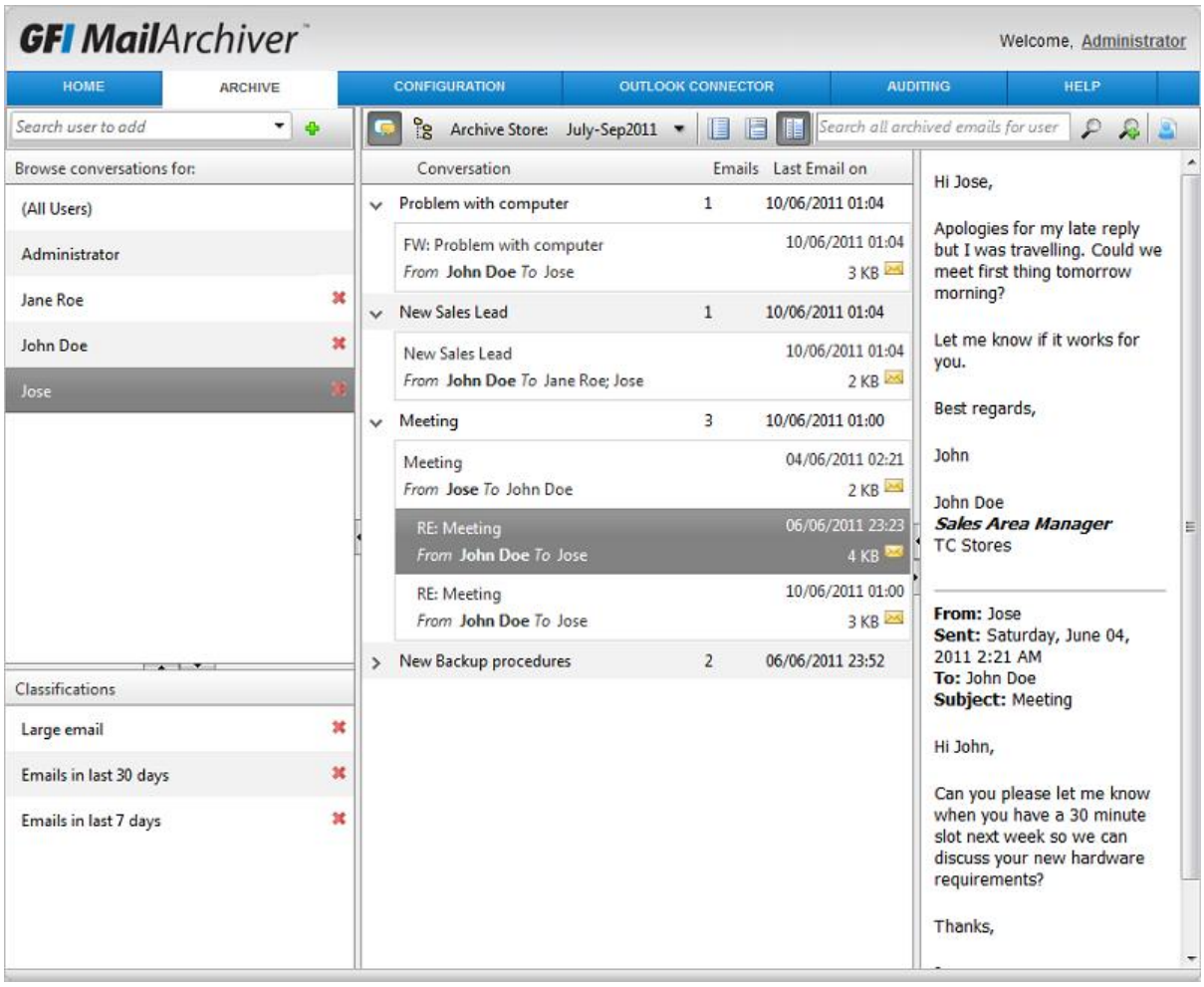
By default, GFI MailArchiver does not require any login credentials while logging in. It will instead use the credentials of the currently logged in user. Closing your browser session logs off the currently logged on user from GFI MailArchiver.

To login as a different user, log off your profile and log in using a different Microsoft Windows user.

If you are logging in from a computer that is not joined to the domain where GFI MailArchiver is installed, you will be prompted to key in the credentials used to log in the domain where GFI MailArchiver is installed.

1.2 Browsing Archived Emails

1. From GFI MailArchiver, select **Archive** tab.


GFI MailArchiver
Welcome, Administrator
HOME
ARCHIVE
CONFIGURATION
OUTLOOK CONNECTOR
AUDITING
HELP
Search user to add
Archive Store: July-Sep2011
Search all archived emails for user
Browse conversations for:
(All Users)
Administrator
Jane Roe
John Doe
Jose
Classifications
Large email
Emails in last 30 days
Emails in last 7 days
Conversation
Emails
Last Email on
Problem with computer 1 10/06/2011 01:04
FW: Problem with computer 10/06/2011 01:04
From John Doe To Jose 3 KB
New Sales Lead 1 10/06/2011 01:04
New Sales Lead 10/06/2011 01:04
From John Doe To Jane Roe; Jose 2 KB
Meeting 3 10/06/2011 01:00
Meeting 04/06/2011 02:21
From Jose To John Doe 2 KB
RE: Meeting 06/06/2011 23:23
From John Doe To Jose 4 KB
RE: Meeting 10/06/2011 01:00
From John Doe To Jose 3 KB
New Backup procedures 2 06/06/2011 23:52
Hi Jose,
Apologies for my late reply but I was travelling. Could we meet first thing tomorrow morning?
Let me know if it works for you.
Best regards,
John
John Doe
Sales Area Manager
TC Stores
From: Jose
Sent: Saturday, June 04, 2011 2:21 AM
To: John Doe
Subject: Meeting
Hi John,
Can you please let me know when you have a 30 minute slot next week so we can discuss your new hardware requirements?
Thanks,

Screenshot 1 - Browsing Archived Emails

2. In the **Archive** tab, you can view emails archived for all the mailboxes that you have been granted access to. You can also perform several actions as described in Table 1 below.

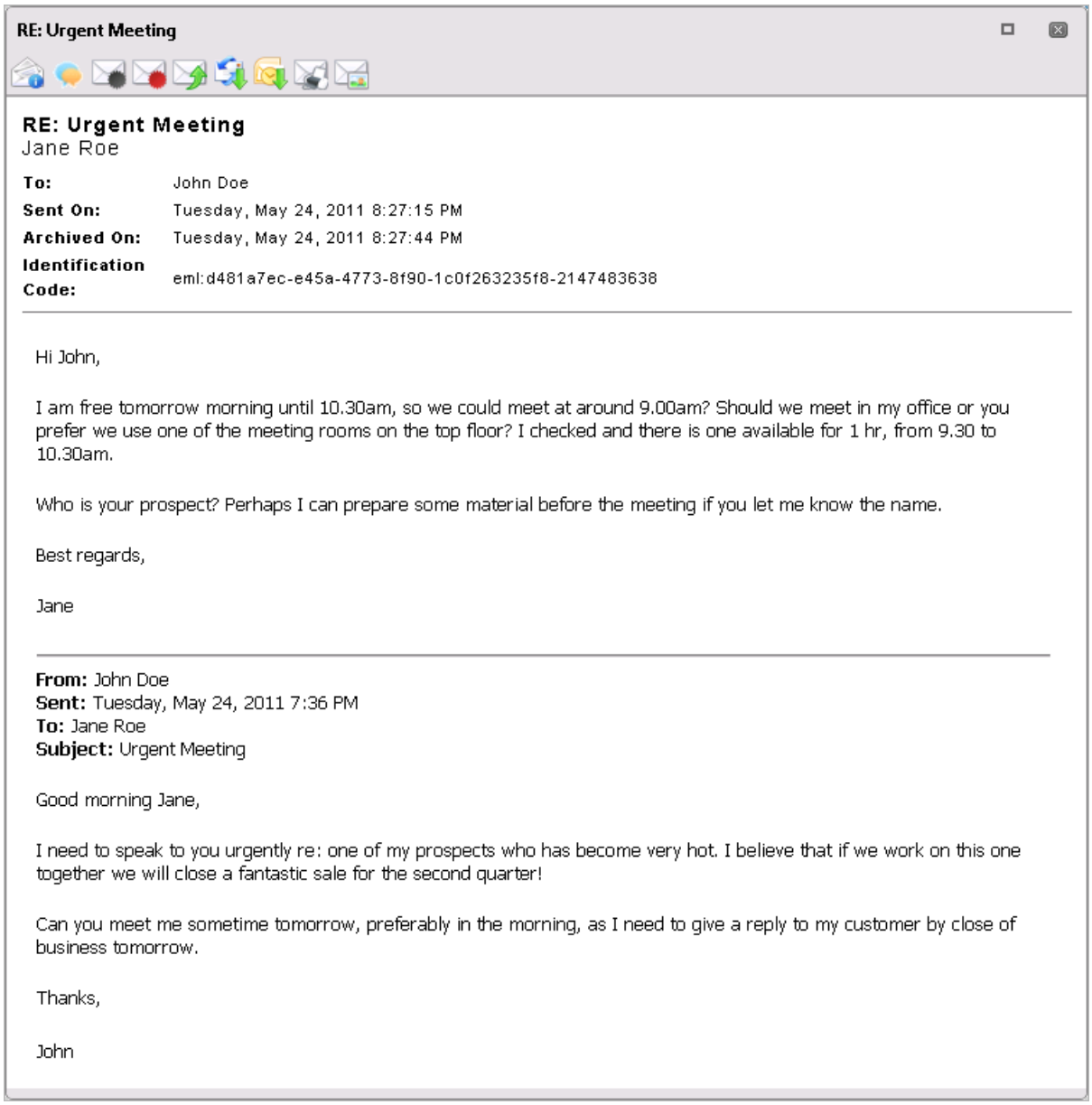
Table 1 - Archive tab options

OPTION	DESCRIPTION
Search all archived emails fo	Enables you to search for emails. Key in the words or phrases to search for and click . Results are displayed in the emails pane.
	Hides the email preview pane.
	Shows the email preview pane.
	Toggles the email preview pane from displaying emails at the bottom to displaying emails at the side of the email list page.
	Displays emails in message view.
	Displays emails in mailbox view.
	Displays the list of mailboxes the currently logged in user has access to. From the accounts list, select the Archive Store to view mailboxes for form the **List accounts in archive** option. Click **Close** to exit Account list.

By default, GFI MailArchiver displays 25 emails per page. To change this value, click the user name displayed on the top right hand corner of your screen and change the value of the **Number of emails to display per page** option. Click **Save**.

1.3 Working With Emails

Within the GFI MailArchiver **Archive** tab, you can view and take action on archived emails. To view an email, select the email from the mailbox or message view. This will display the selected email in the preview pane. Double click an email to view it in the email view window.


RE: Urgent Meeting
RE: Urgent Meeting
Jane Roe
To: John Doe
Sent On: Tuesday, May 24, 2011 8:27:15 PM
Archived On: Tuesday, May 24, 2011 8:27:44 PM
Identification Code: eml:d481a7ec-e45a-4773-8f90-1c0f263235f8-2147483638
Hi John,
I am free tomorrow morning until 10.30am, so we could meet at around 9.00am? Should we meet in my office or you prefer we use one of the meeting rooms on the top floor? I checked and there is one available for 1 hr, from 9.30 to 10.30am.
Who is your prospect? Perhaps I can prepare some material before the meeting if you let me know the name.
Best regards,
Jane
From: John Doe
Sent: Tuesday, May 24, 2011 7:36 PM
To: Jane Roe
Subject: Urgent Meeting
Good morning Jane,
I need to speak to you urgently re: one of my prospects who has become very hot. I believe that if we work on this one together we will close a fantastic sale for the second quarter!
Can you meet me sometime tomorrow, preferably in the morning, as I need to give a reply to my customer by close of business tomorrow.
Thanks,
John

Screenshot 2 - Working with emails within GFI MailArchiver

In the email view window, the emails contents are displayed and several actions can be performed. These actions are listed and described in Table 2 below.

Table 2 - Email view actions

OPTION	DESCRIPTION
	View email headers. Click to view email internet headers. These are displayed in a panel. Click this button again or select close to close panel.
	View conversation thread Click button to view the whole conversation in the mail view window. All emails forming part of the conversation are listed. Click this button again or select close to close the panel.
	Edit email labels (Personal and Global) Enables you to categorize emails through labelling. This feature is useful during searches for specific mail types, For example search all emails labelled as “Important”. **To add a label:** 1. From ‘Available Labels’, key in a new email label or select an existing one. 2. Click **Label Email** to label email with the keyed in or selected label. **To remove a previously assigned label:** 1. Select a previously assigned label. 2. Click **Remove label**. Click this button again or select close to close panel. **NOTE:** Labels are displayed in the ‘Labels’ field in black. Labels assigned at an organization level through categorization policies are in red. You cannot remove categorization policies labels from an email.
	Restore email Restores emails using the OneClick Restore feature that restores an archived email to a specific mailbox or forwards a copy to an email address. In the restore email panel, key in the email address where to send a copy of the current email and click **Restore Email**.
	Save email to disk (EML format) Downloads the whole email to disk including any attachments, in .eml format. This format is compatible with a number of email clients such as Microsoft Outlook Express, Windows Mail, and Mozilla Thunderbird. In the **File download** dialog box, select **Save,** and select the location where to save the file.
	Save email to disk (MSG format) Downloads the whole email to disk including any attachments, in .msg format, which is compatible with Microsoft Office Outlook. In the **File download** dialog box, select **Save,** and select the location where to save the file.
	Print email Displays email in a printer friendly format in a new browser window. Use the print function of your browser to print the email.
	Show images in email Use this button to display embedded images within the email.
	Mark as not SPAM Use this button to mark as not SPAM an email that was previously identified as SPAM by an anti-spam solution. Requires a SPAM retention policy to be set up

1.4 Searching Archived Emails

Within GFI MailArchiver, you can search for emails using the **Search Archived Emails** text box. When searching for emails, GFI MailArchiver will query the email index retrieve any matching email and its respective attachment.

Apart from the **Search Archived Emails** text box, GFI MailArchiver also provides you with an **Advanced Search** feature that provides an extensive range of search options.

For more information on using the **Advanced Search** feature, refer to the Advanced Search section within this chapter.

In the **Search Archived Emails** text box, you can also use wildcards as described in Table 3 below.

Table 3 - Wildcard description

WILDCARD	DESCRIPTION
?	Matches any single character.
*	Matches any string of characters.

For example:

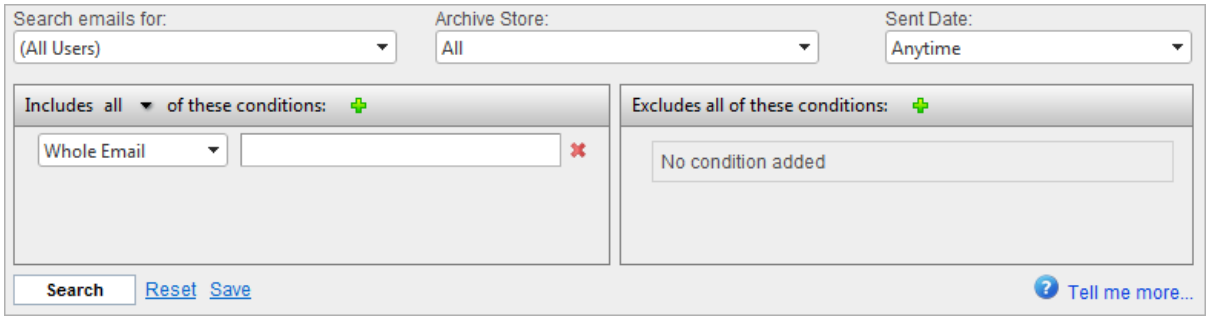
To search for emails containing the word '**Swiss**', key in 'sw??s' or 'sw*s' in the **Archived Emails** text box.

Emails matching the search query are displayed in the emails pane. GFI MailArchiver displays up to 25 emails per page. If more than 25 emails are matched for each search query, GFI MailArchiver will spread the emails out on separate pages. Use the slider at the bottom of the email pane to change from one page to the next.

1.4.1 Advanced Search

The Advanced Search is an extension of the Search feature that enables you to use a wide range of search criteria when searching for emails.

1. From the **Archive** tab, select .



Screenshot 3 - Advanced Search Options

2. In the **Advanced Search Options** area, use the features described in Table 4 below to perform an advanced search.

Table 4 - Advanced Search options

OPTION	DESCRIPTION
Archive Store	Defines the Archive Store where the search will be performed. Select one or more Archive Stores from the available list of Archive Stores.
Sent date	Defines the date when the email to search for was sent.
Includes all/any	Defines whether to display emails that match all conditions or emails that match any of the conditions. From the drop-down list select: » **All** - Displays emails that match at least one of the conditions specified. » **Any** - Displays emails that meet all the conditions specified.

OPTION	DESCRIPTION
	Click this button to add conditions. Available conditions are: » **Subject** – Search for emails having a specific subject. » **Sender** - Specify the email address or Active Directory display name of the email sender for which to search emails. » **Recipient** - Specify the email address or Active Directory display name of the email recipient for which to search emails. » **Sent Date** - Search for emails sent before, after or exactly on a specific date. Key in or select a date, and select **Is before**, **Is after** or **Is exactly**. » **Received Date** - Search for emails received before, after or exactly on a specific date. Key in or select a date, and select **Is before**, **Is after** or **Is exactly**. » **Size (KB)** - Search for emails that are bigger, smaller or equal to a particular size. Key in a size and select **Is greater than**, **Is smaller than and Is exactly**. » **Message ID** - Search using the 'Message ID' field contained in the email header. Key in or paste the message ID of the email to find. » **Whole Email** - Search for emails that have some specific content anywhere in the email (including the body, headers and attachments). » **Body -** Search for emails that have some specific content in the body. » **Attachment -** Search for emails that have some specific content anywhere in the attachment. » **Folder** - Search for emails contained in a specific mailbox folder. » **Folder/Subfolders** - Search for emails contained in a specific subfolder within a mailbox folder. » **Label -** Search for emails labeled with a specific label. **NOTE:** Click displayed next to a search condition to remove it.
Exclude emails with the following conditions	Defines a list of conditions that the email will **NOT** have to meet to be returned as a search result. Click and select the conditions to apply. The conditions that can be selected are similar to the ones described above. **NOTE:** Click displayed next to a search criteria to remove it from search.
Search	Starts the search for the archived emails. Results are returned as per the conditions selected.
Reset	Resets the search conditions and enables you to start all over again.
Save	Saves the search conditions as a saved search query that can be triggered at any time.

1.5 Email Search Using Smart Phones

Within GFI MailArchiver, you can search for emails using a smart phone.

This feature is supported by the following mobile Operating Systems:

» Android 2.1+

» Apple iPhone iOS 4

» Blackberry OS5+

To perform a simple search:

1. Launch the Internet browser on your smart phone and key in the URL where GFI MailArchiver is located in the following format:

```
http://<GFI MailArchiver host name>/<GFI MailArchiver virtual folder name>
```

For example:

```
http://mydomain.com/MailArchiver
```

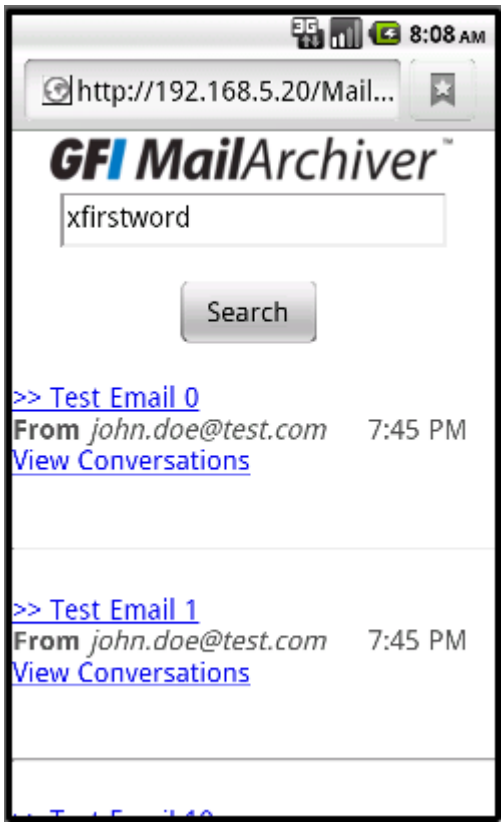
Screenshot 4 - Smart Phone Login Screen

2. Sign in using your credentials.

Screenshot 5 - GFI MailArchiver Home Page for Smart Phones

The Mobile User Interface uses the same language settings as those configured by the user in GFI MailArchiver. For more information on how to change the language of GFI MailArchiver, refer to Changing User Preferences section.

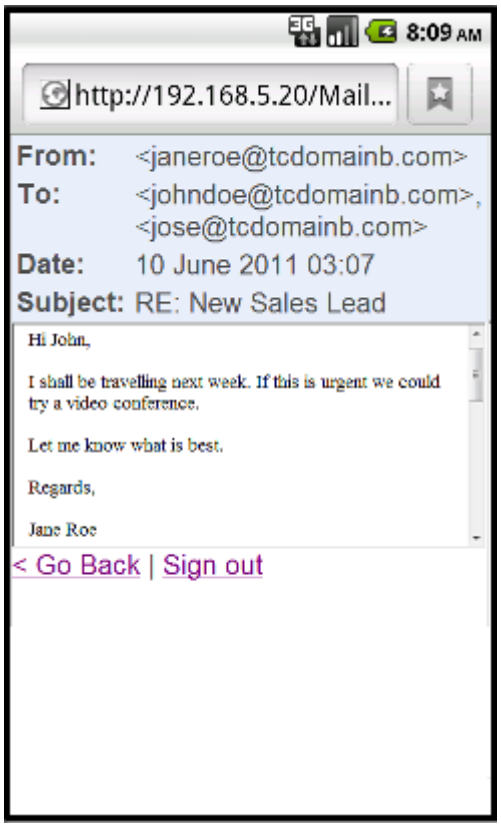
3. Key in the text to search for and click **Search**.



Screenshot 6 - Search Result by Smart Phone

4. Browse through the displayed results using the controls provided. Results are sorted by date in descending order.

The mobile search feature returns 10 emails per page. You can browse additional pages using the controls provided. The maximum number of results is 5000.



Screenshot 7 - Conversation View Smart Phone

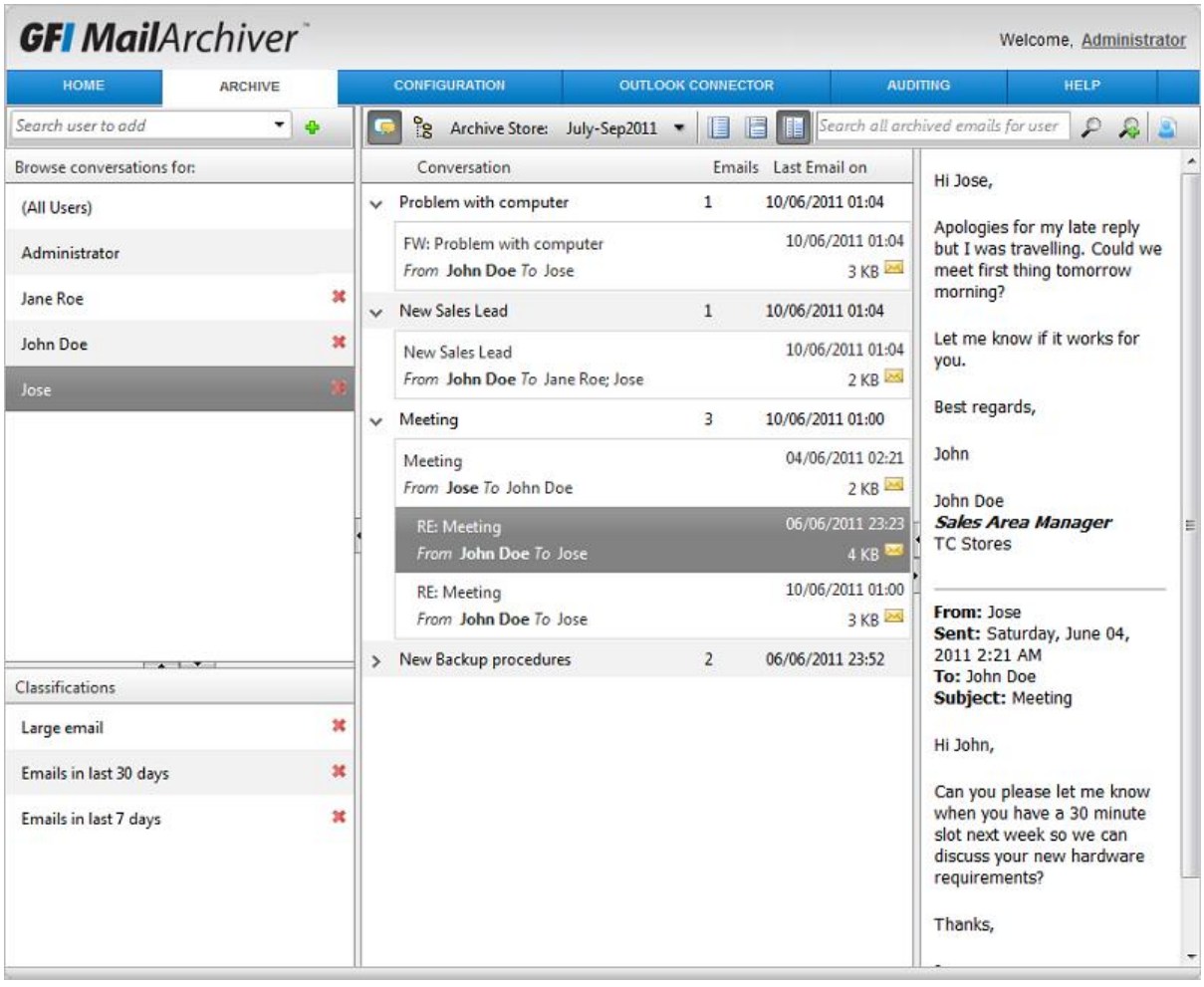
5. Click the Email subject to display the email or click **View Conversation** to display related emails.

	The mobile user interface is focused on searching email archives. For advanced search and browsing features, access GFI MailArchiver from your computer.
	The mobile user interface enables users to access ONLY their mailbox.

1.6 Accessing Multiple Mailboxes

From within the **Archive** tab, you can also browse other users' archived emails. The users for which you can access emails depend on the access granted from the GFI MailArchiver Access Control feature.

	Search user to add feature is disabled if currently logged on user does not have access to other user's mailboxes, or if there are no emails to view.


GFI MailArchiver
Welcome, Administrator
HOME
ARCHIVE
CONFIGURATION
OUTLOOK CONNECTOR
AUDITING
HELP
Search user to add
Archive Store: July-Sep2011
Search all archived emails for user
Browse conversations for:
(All Users)
Administrator
Jane Roe
John Doe
Jose
Classifications
Large email
Emails in last 30 days
Emails in last 7 days
Conversation
Emails
Last Email on
Problem with computer 1 10/06/2011 01:04
FW: Problem with computer 10/06/2011 01:04
From John Doe To Jose 3 KB
New Sales Lead 1 10/06/2011 01:04
New Sales Lead 10/06/2011 01:04
From John Doe To Jane Roe; Jose 2 KB
Meeting 3 10/06/2011 01:00
Meeting 04/06/2011 02:21
From Jose To John Doe 2 KB
RE: Meeting 06/06/2011 23:23
From John Doe To Jose 4 KB
RE: Meeting 10/06/2011 01:00
From John Doe To Jose 3 KB
New Backup procedures 2 06/06/2011 23:52
Hi Jose,
Apologies for my late reply but I was travelling. Could we meet first thing tomorrow morning?
Let me know if it works for you.
Best regards,
John
John Doe
Sales Area Manager
TC Stores
From: Jose
Sent: Saturday, June 04, 2011 2:21 AM
To: John Doe
Subject: Meeting
Hi John,
Can you please let me know when you have a 30 minute slot next week so we can discuss your new hardware requirements?
Thanks,

Screenshot 8 - Accessing multiple mailboxes

To view archived emails for a different mailbox:

1. Key in the name of the mailbox for which to view emails in the **Search users to add** search box . A list of names matching the one keyed and for which you have access to will be displayed.

2. Select the user and click ✚ next to the search field.

3. Select the newly added user from the **Browse conversations for:** field.

4. Browse or search the displayed emails using the controls provided.

1.7 GFI MailInsights

GFI MailInsights is a reporting facility within GFI MailArchiver that leverages archived emails to deliver information related to email usage and trends. Use this feature to generate management and HR reports that provide insight on email and resource use or misuse.

GFI MailInsights is only enabled for users with full access rights. For further information refer to: **Adding Groups to the Full Access Group** in the GFI MailArchiver Administration and Configuration Manual.

The available reports are:

- Communication Flow – Monitor user/group communication patterns inside and outside the organization.
- WebMail Use - Identify top users exchanging email with webmail services. Identifies potential data leakages and inappropriate email use.
- Email Responsiveness - Gain insight into the average time it takes users to reply to internal and external email.
- Storage Use - Understand the impact of attachments on email storage costs. Use this report to create appropriate retention policies to control email-related storage space.
- Inactive Accounts - Returns a list of user accounts that received email but have not replied within the specified time.
- Inappropriate Words - Track inappropriate language in email that violates company policy.

Generating Reports

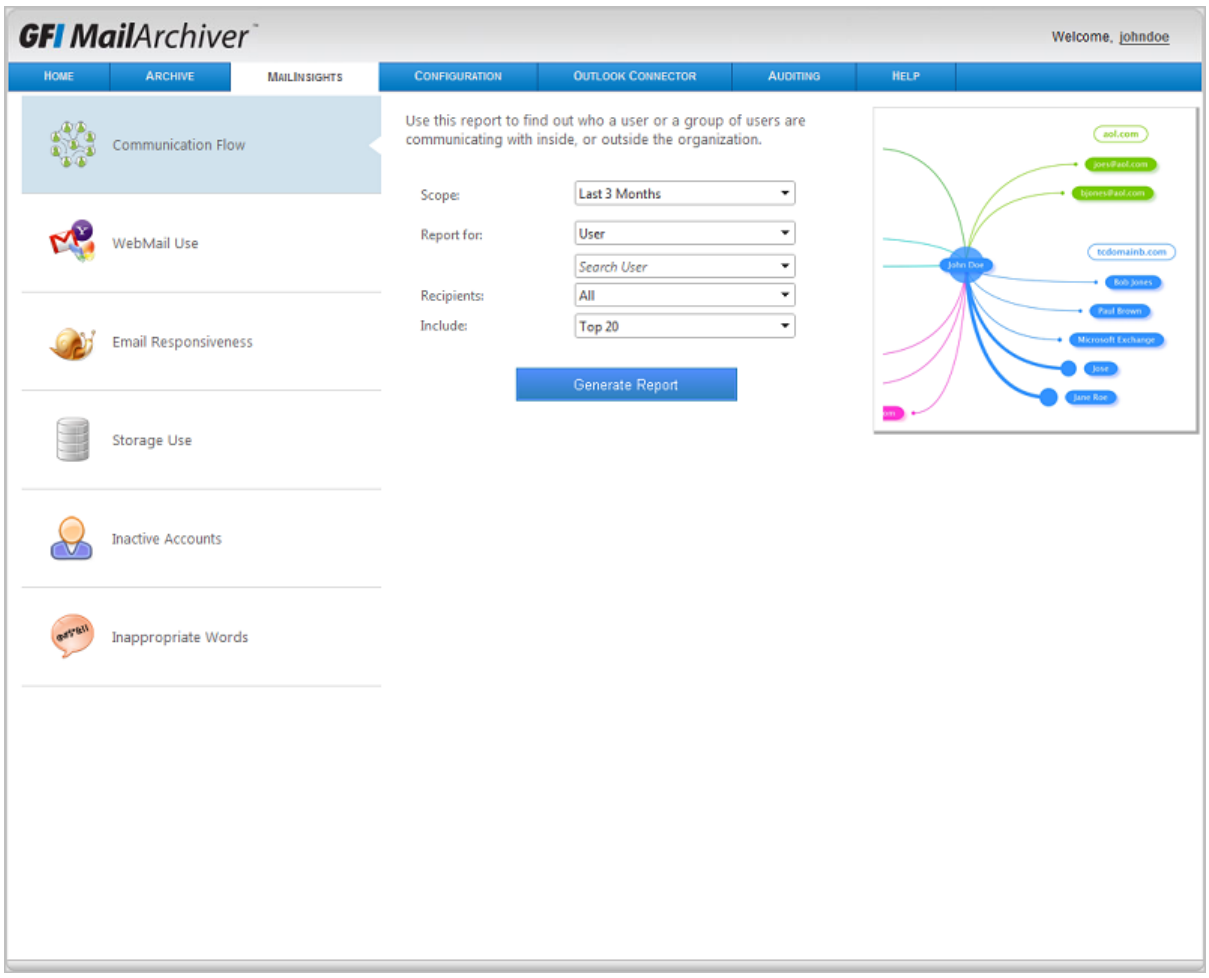
Generated reports are sent by email to logged in user (as an attachment in PDF format).

To generate a report:

1. Select **MailInsights** tab and choose desired report.
2. Use available filters by selecting a value to filter by.
3. Click **Generate Report**, located at the bottom of each report page.

1.7.1 Communication Flow

The Communication Flow graph provides an overview of emails exchanged between selected users/groups and their contacts.

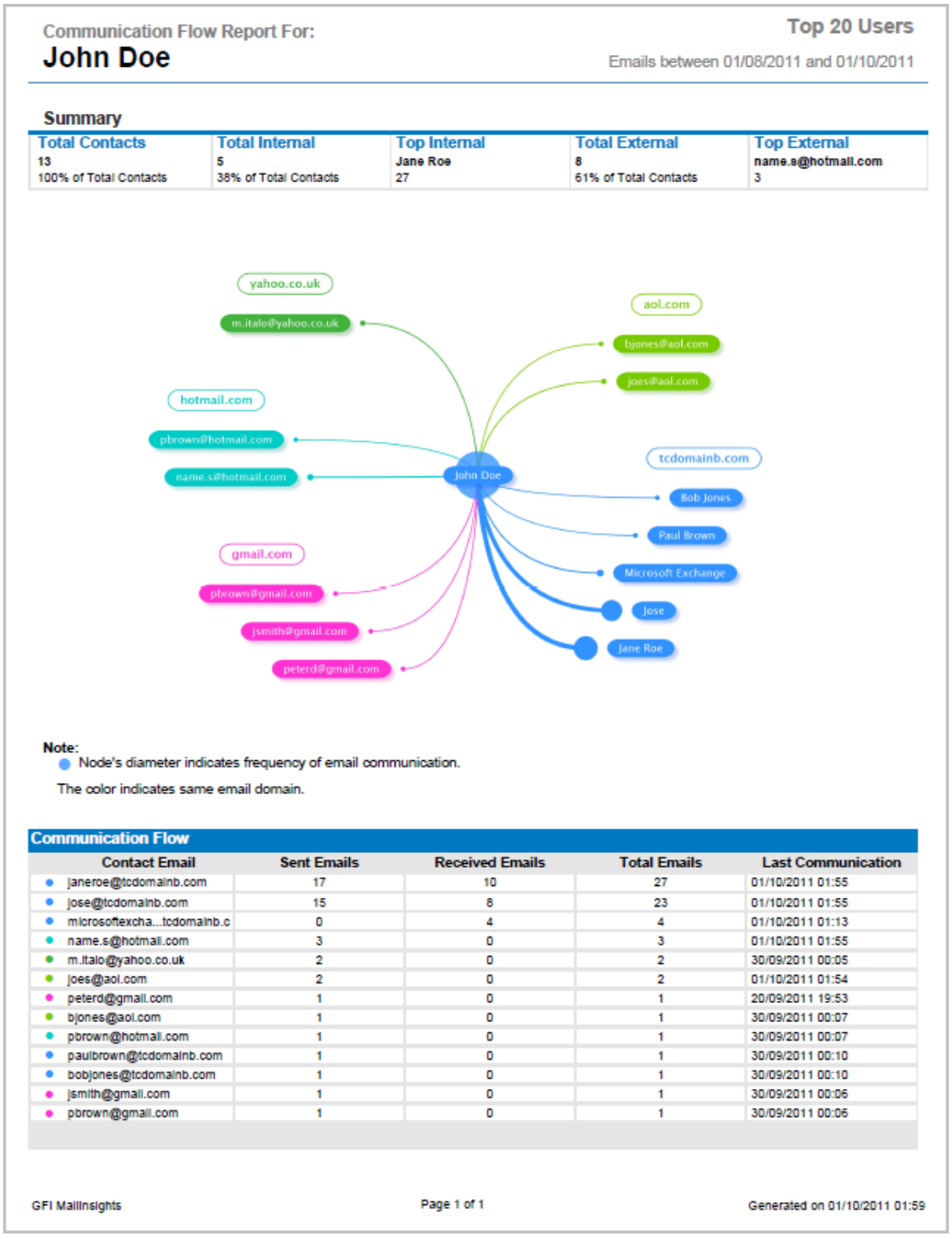


Screenshot 9 - MailInsights Communication Flow

Filter the report using the following criteria:

Table 5 - Communication Flow Report criteria

OPTION	DESCRIPTION
Scope	Specify date range or use default setting. You can only select dates in the last 6 months.
Report for	Select Active Directory user or group.
Recipients	Select Internal, External or All.
Include	Specify number of results up to a maximum of 1000 recipients. Default value is Top 20.



Screenshot 10 - MailInsights Communication Flow Report

Senders can be a user or group displayed as a single entity in the middle of the report. Contacts are segregated by domains. Each domain cluster is shown in different color. Edge width between the nodes shows the strength of the email relation between different entities.

The table below the graph shows the following information:

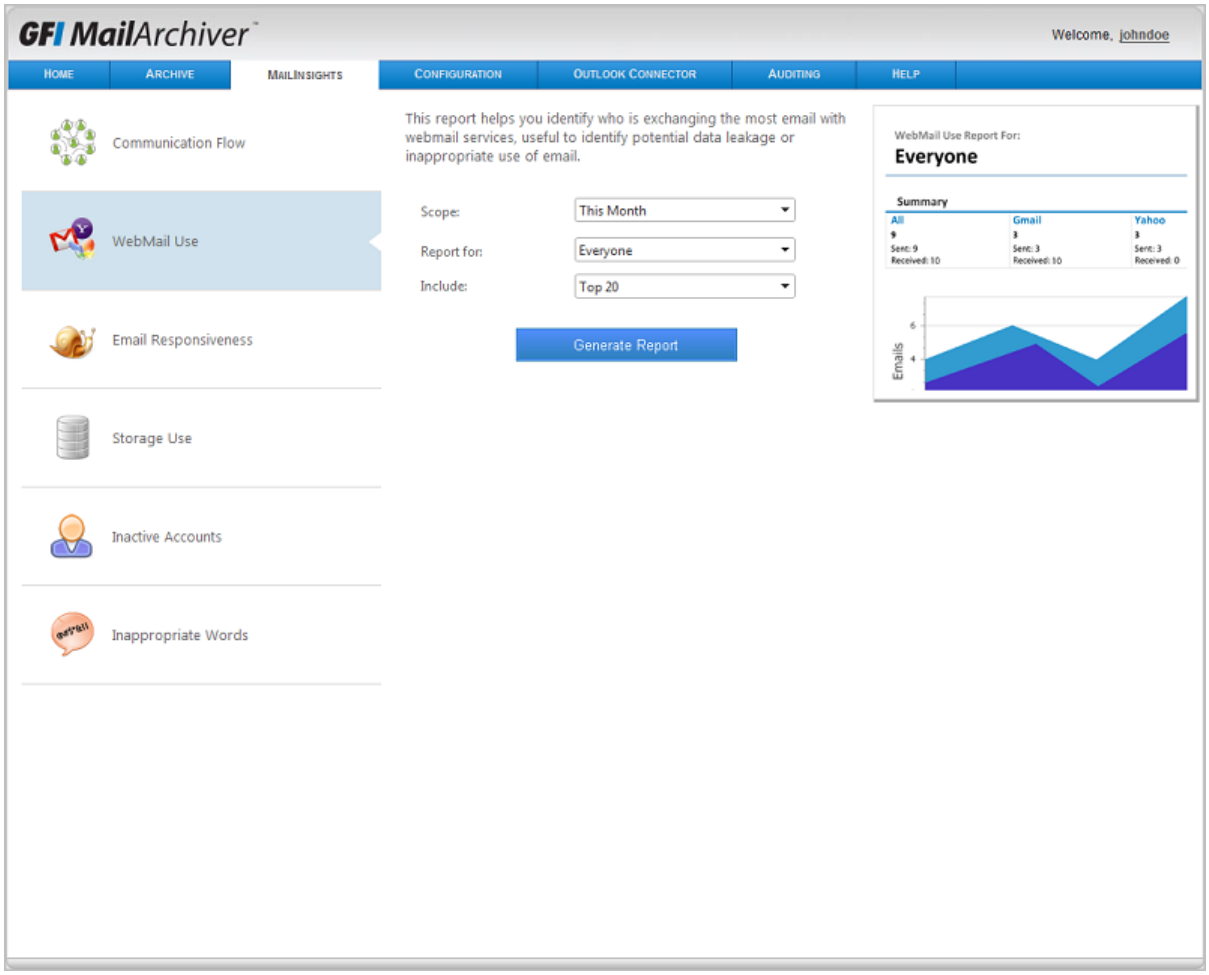
Table 6 - Communication Flow Report criteria

OPTION	DESCRIPTION
Contact Email	Contact email address

OPTION	DESCRIPTION
Sent Emails	Total number of sent emails
Received Emails	Total number of received emails
Total Emails	Total number of sent and received emails
Last Communication	Date and time of last sent/received email.

1.7.2 WebMail Use

The **WebMail Use** area enables you to generate a report that shows interaction of internal users with web email accounts.

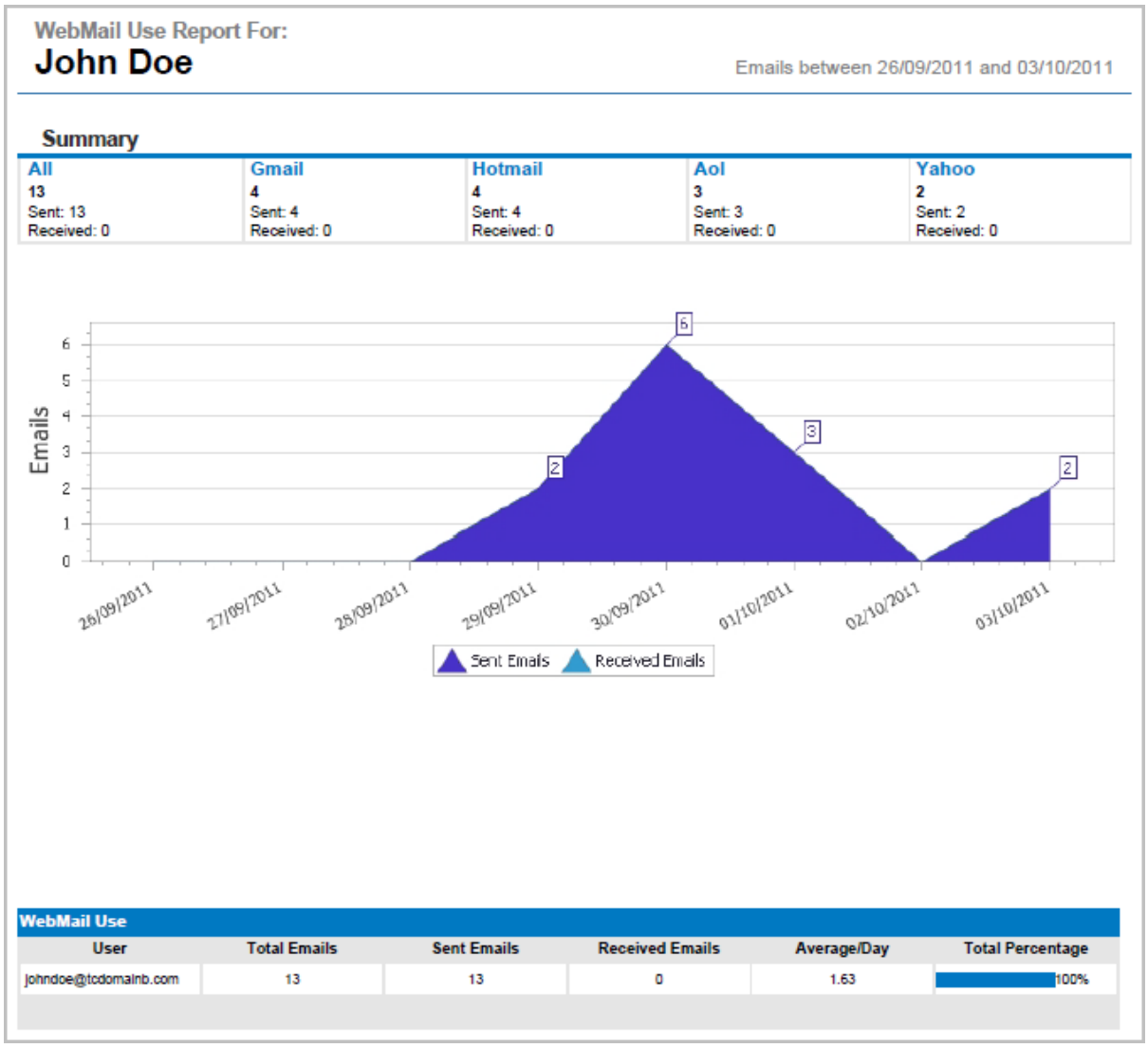


Screenshot 11 - MailInsights WebMail Communicators

The report can be filtered using the following criteria:

Table 7 - WebMail Communicators Report criteria

OPTION	DESCRIPTION
Scope	Specify date range or use default setting. You can only select dates in the last 6 months.
Report for	Select Active Directory user or group.
Include	Specify number of results up to a maximum of 1000 recipients, default value is Top 20.



Screenshot 12 - MailInsights WebMail Communicators Report

The line graph represents total emails sent and received in specified period. A **Summary area** at the top of the report shows the top WebMail providers, with a summary of sent and received emails per provider.

The table below the graph contains the following information:

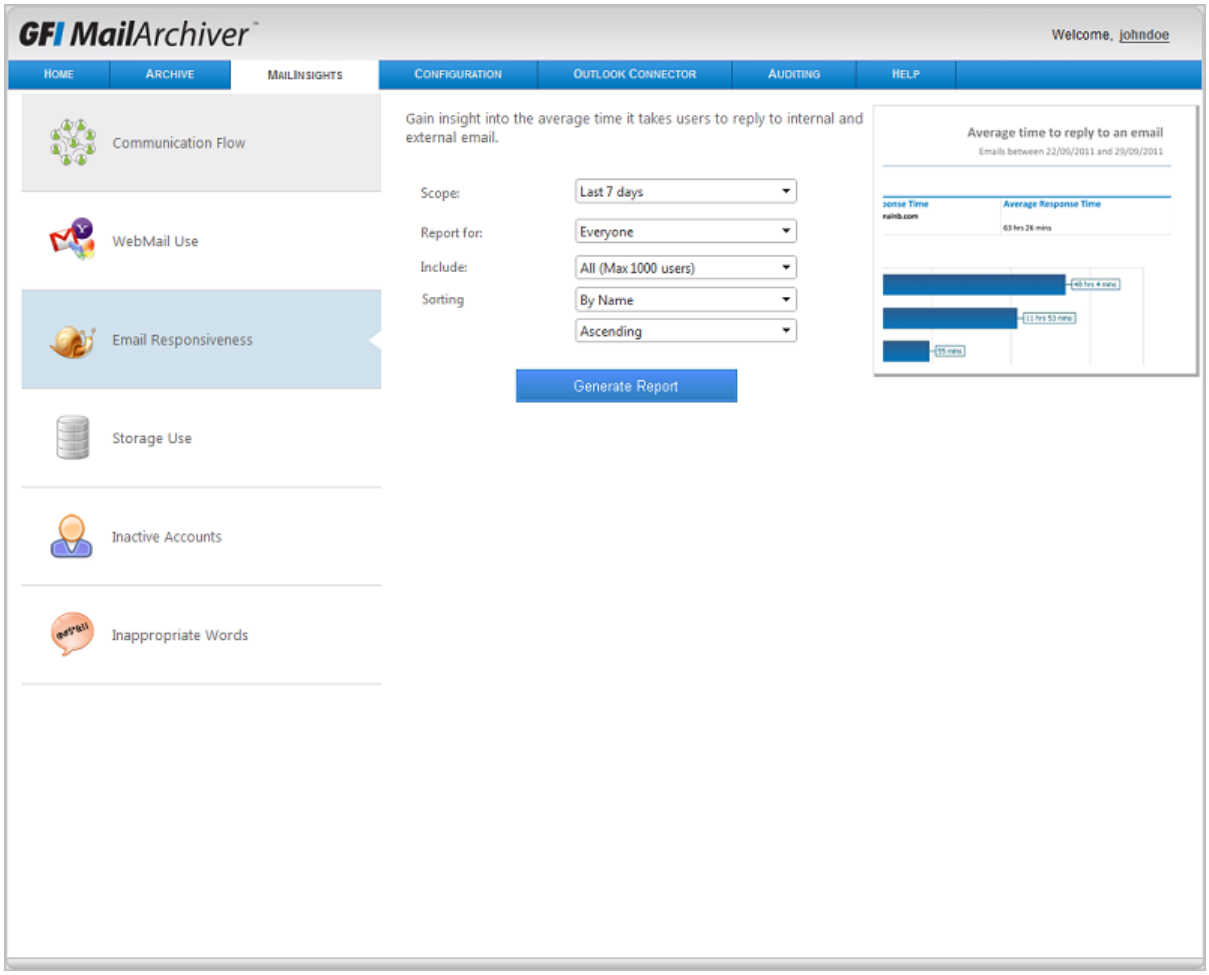
Table 8 - Communication Flow Report criteria

OPTION	DESCRIPTION
User	User email address.
Total Emails	Total number of internal contacts.
Sent Emails	Total number of sent emails.
Received Emails	Total number of received emails.
Average/Day	Average emails sent and received per day.
Total Percentage	Percentage of total web emails.

WebMail Use report covers the following webmail providers: Hotmail; Gmail; Yahoo!; Live; AOL; Facebook; Yandex.ru; Seznam.cz; Gawab.com; Gmx.com; Mail.ru; Hushmail.com; Rediff.com

1.7.3 Email Responsiveness

The **Email Responsiveness** report shows how long it takes employees to reply to emails.

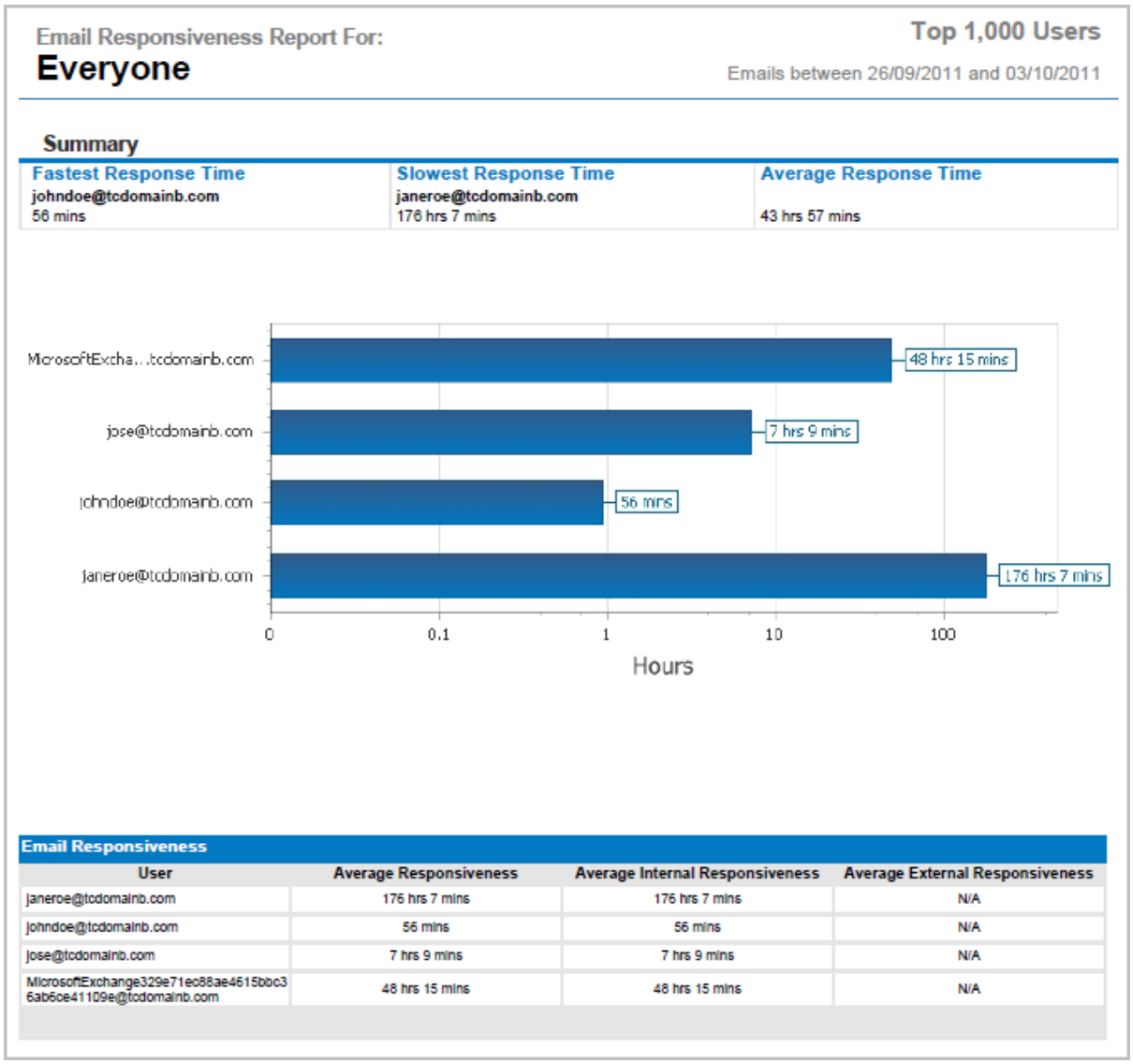


Screenshot 13 - MailInsights Email Responsiveness

Filter the report using the following criteria:

Table 9 - WebMail Communicators Report criteria

OPTION	DESCRIPTION
Scope	Specify date range or use default setting (Last 7 days). You can only select dates in the last 6 months.
Report for	Select Active Directory user or group.
Include	Specify number of results up to a maximum of 1000 recipients, default value is All.
Sort By	Specify sorting method. Options are: » By name (default) » By responsiveness



Screenshot 14 - MailInsights Email Responsiveness Report

The bar chart represents users on the y-axis and responsiveness in hours on the x-axis. Data is sorted according to defined criteria.

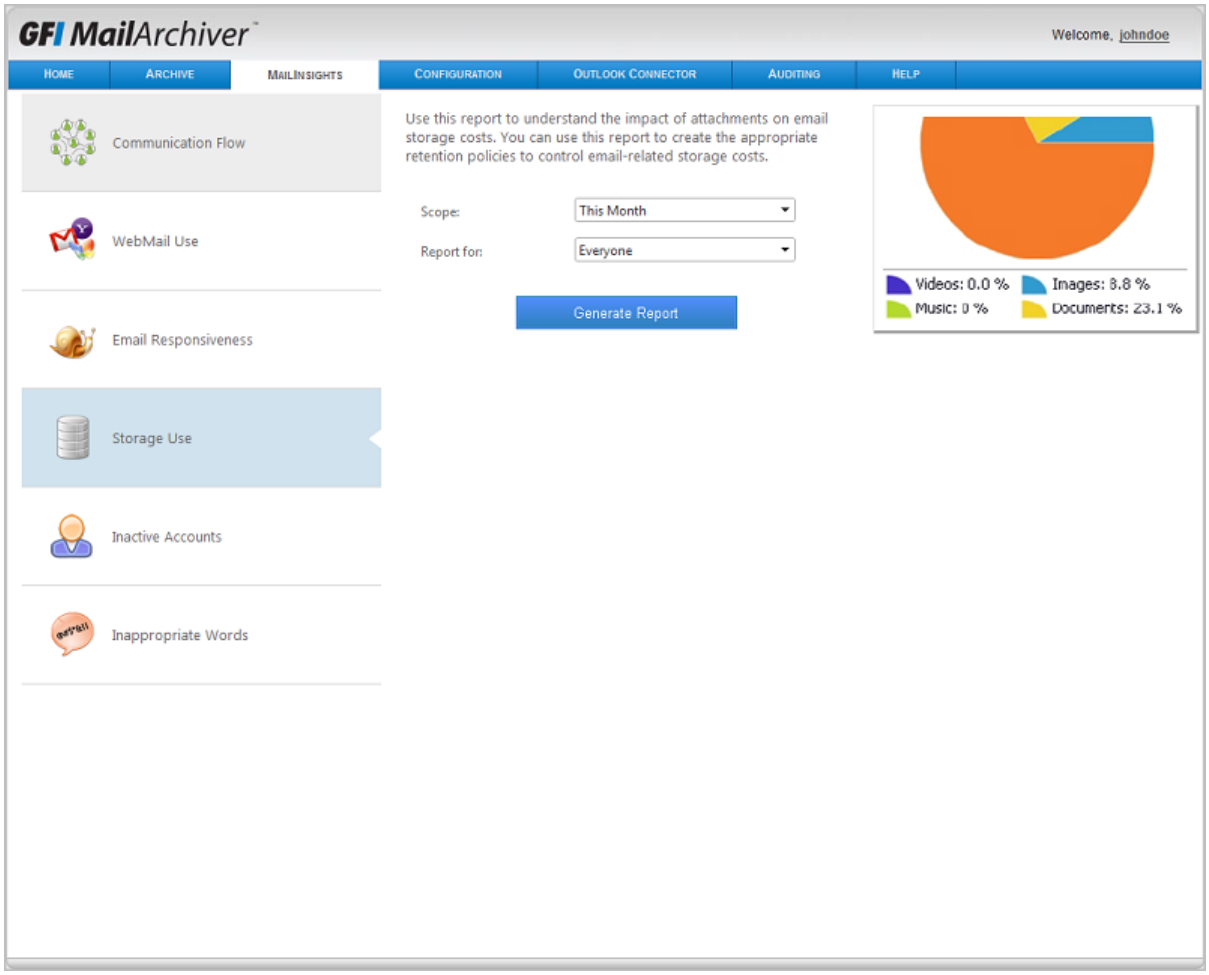
Additional data is displayed in a table below the chart with the following information:

Table 10 - Communication Flow Report criteria

OPTION	DESCRIPTION
User	Name or email address of user
Average responsiveness	All Email (Hours)
Average Internal responsiveness	Internal Email (Hours)
Average external responsiveness	External Email (Hours)

1.7.4 Storage Use

The **Email Storage** report shows how much space is used by different attachment categories.

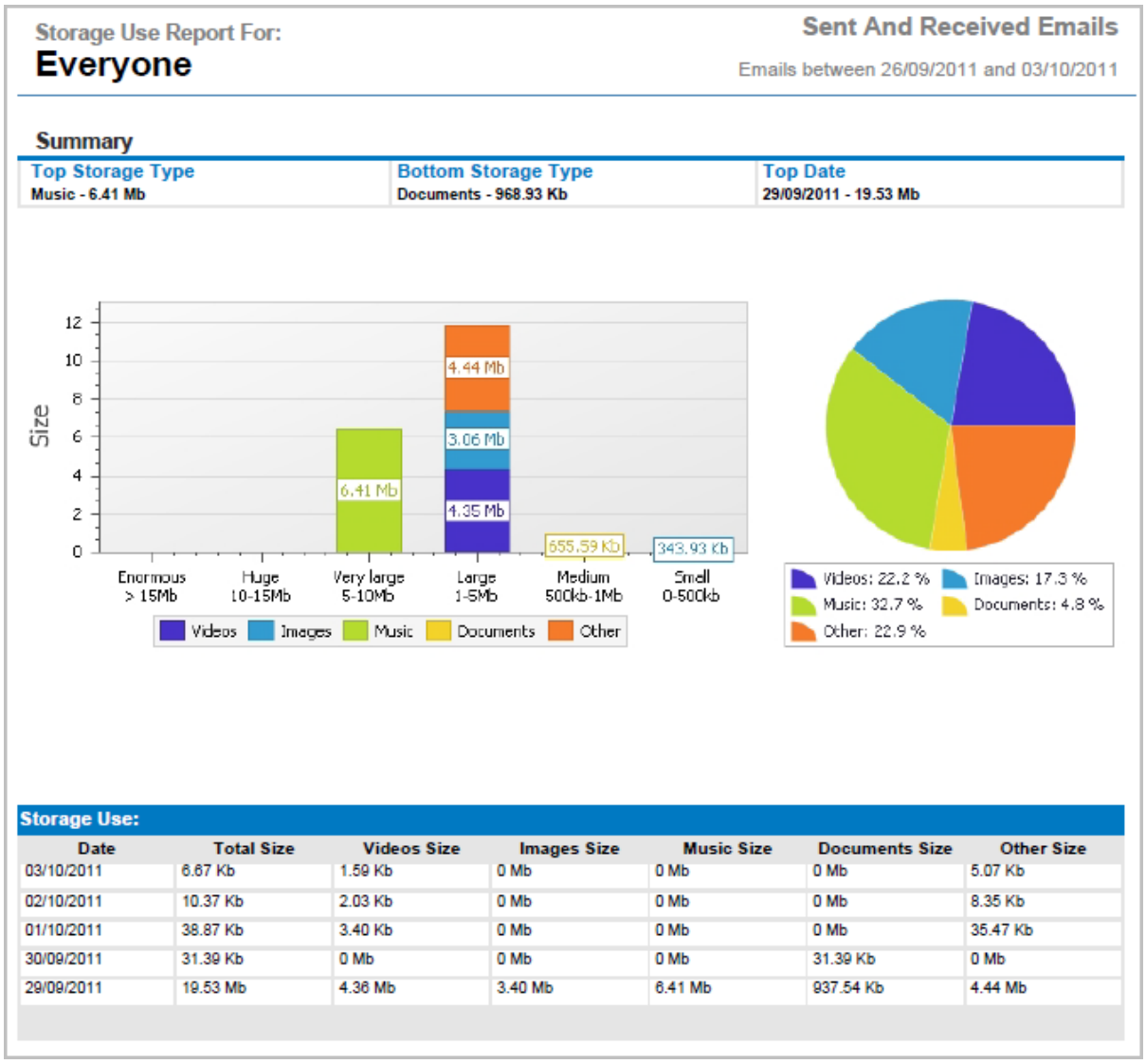


Screenshot 15 - MailInsights Email Storage Usage

Filter report using the following criteria:

Table 11 - Email Storage Report criteria

OPTION	DESCRIPTION
Scope	Specify date range or use default setting (This Month). You can only select dates in the last 6 months.
Report for	Select Everyone (default), Active Directory user or group



Storage Use:

Date	Total Size	Videos Size	Images Size	Music Size	Documents Size	Other Size
03/10/2011	6.67 Kb	1.59 Kb	0 Mb	0 Mb	0 Mb	5.07 Kb
02/10/2011	10.37 Kb	2.03 Kb	0 Mb	0 Mb	0 Mb	8.35 Kb
01/10/2011	38.87 Kb	3.40 Kb	0 Mb	0 Mb	0 Mb	35.47 Kb
30/09/2011	31.39 Kb	0 Mb	0 Mb	0 Mb	31.39 Kb	0 Mb
29/09/2011	19.53 Mb	4.36 Mb	3.40 Mb	6.41 Mb	937.54 Kb	4.44 Mb

Screenshot 16 - MailInsights Email Storage Report

The graph consists of stacks representing different attachment categories. The graph's x-axis shows the different size brackets and the y-axis shows the attachment size.

Attachment categories for Email Storage report are: Images, Documents, Music, Videos and Others

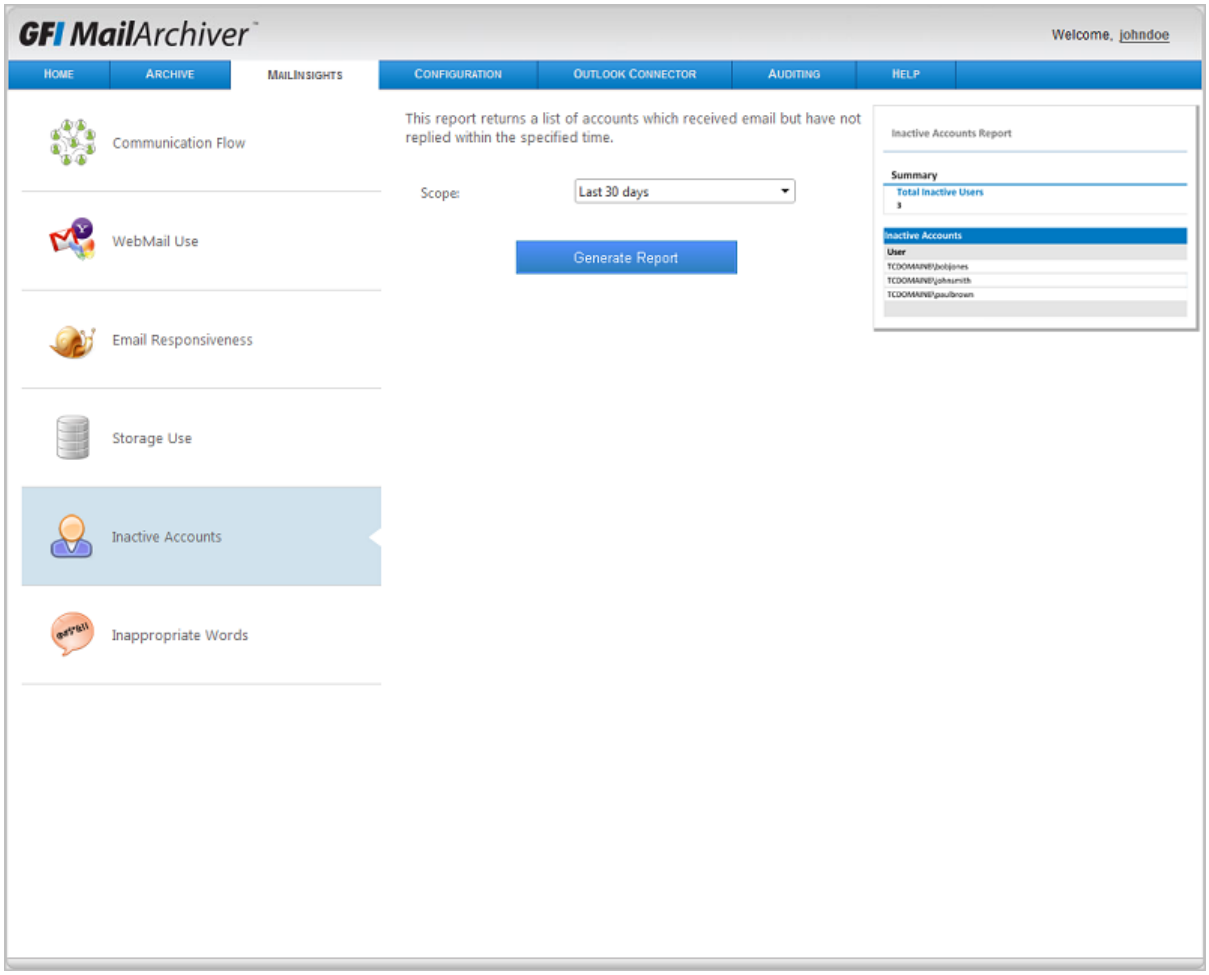
The table below the graph contains the following additional information:

Table 12 - Email Storage Report criteria

OPTION	DESCRIPTION
Date	Date email was received.
Total Size (KB)	Total size of attachment.
Images (KB)	Total size of attachment for category Images.
Documents (KB)	Total size of attachment for category Documents.
Music (KB)	Total size of attachment for category Music.
Videos (KB)	Total size of attachment for category Videos.
Other (KB)	Total size of attachment for category Other.

1.7.5 Inactive Accounts

The **Inactive Accounts** area enables you to generate a report that shows internal accounts that are no longer active.

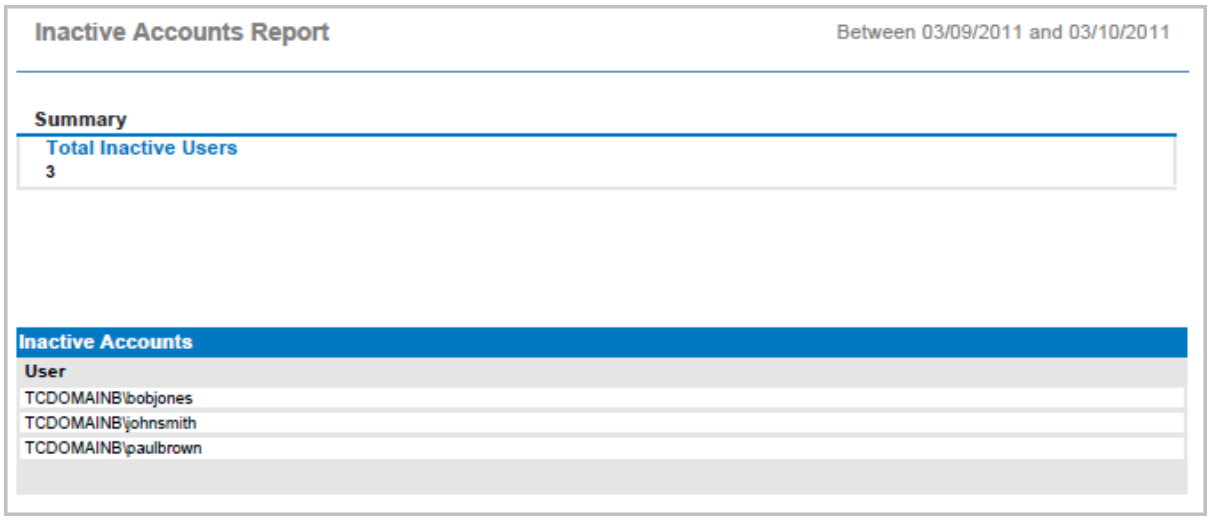


Screenshot 17 - MailInsights Inactive Accounts

Filter report using the following criteria:

Table 13 - Inactive Accounts Report criteria

OPTION	DESCRIPTION
Scope	Specify date range or use default setting (Last 30 days). You can only select dates in the last 6 months.



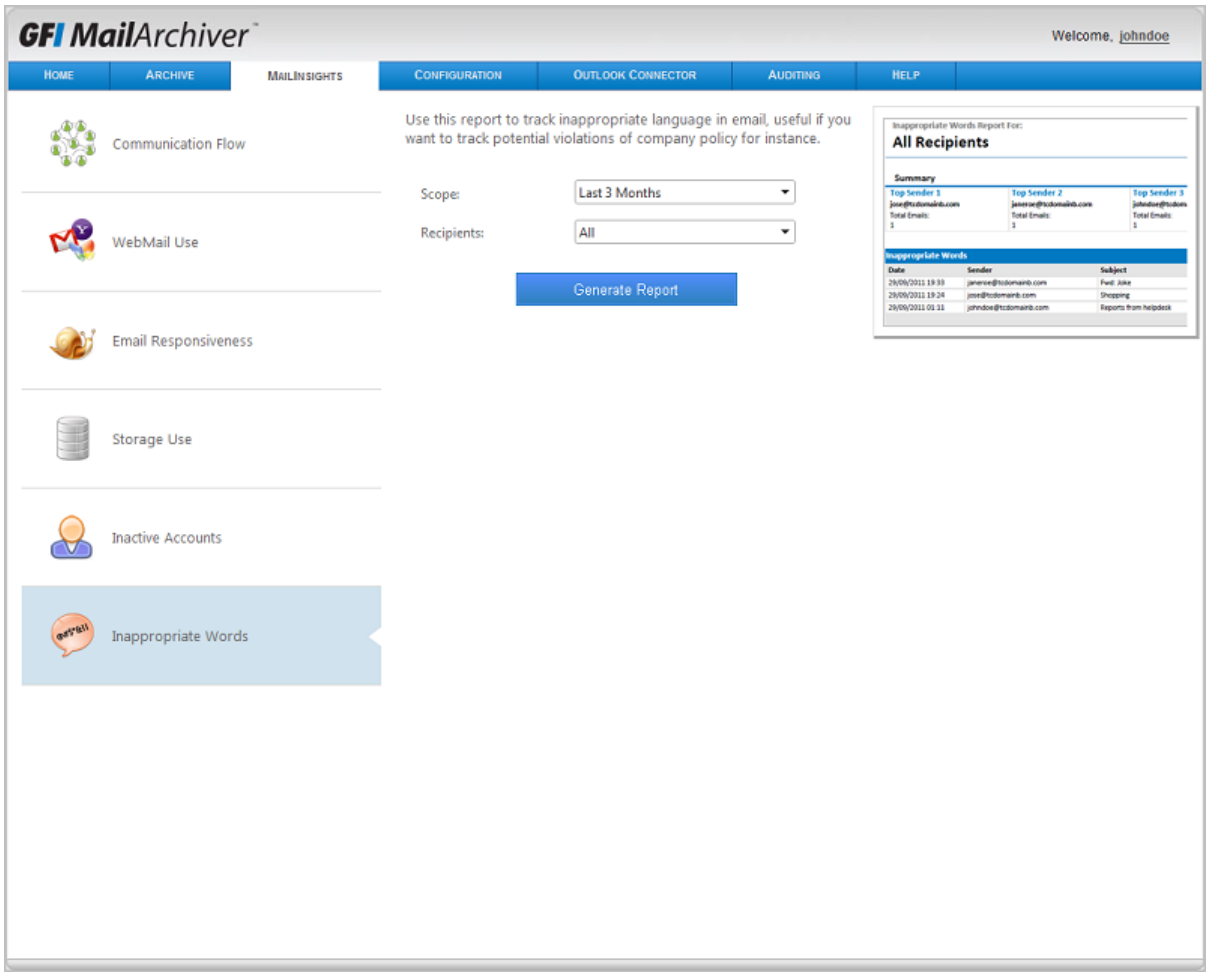
Screenshot 18 - Inactive Accounts Report

An inactive account is an account that has received emails but has not sent any emails in the date range covered.

The report returns a list of inactive accounts.

1.7.6 Inappropriate Words

The **Inappropriate Words** area enables you to generate a report that identifies any inappropriate language used in emails. Inappropriate words can include words considered sexist, racist or swear words.

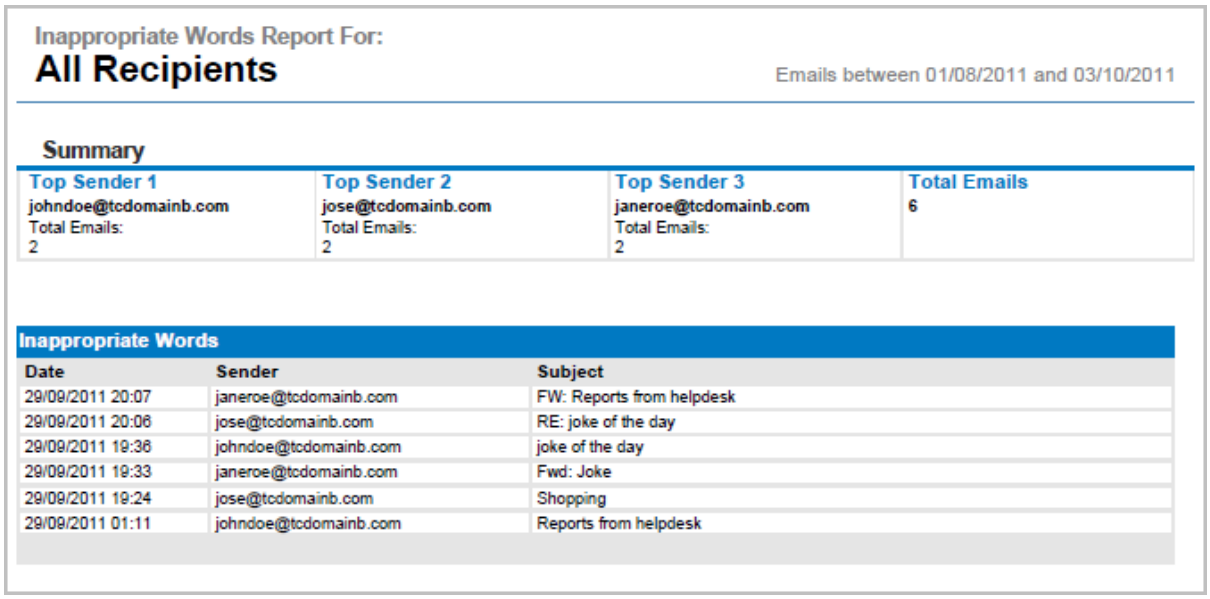


Screenshot 19 - MailInsights Inappropriate Words

Filter the report using the following criteria:

Table 14 - Inappropriate Words Report criteria

OPTION	DESCRIPTION
Scope	Specify date range or use default setting (Today). You can only select dates in the last 6 months.
Recipients	Select All, Internal Only, External Only



Inappropriate Words Report For:

All Recipients

Emails between 01/08/2011 and 03/10/2011

Summary

Top Sender 1	Top Sender 2	Top Sender 3	Total Emails
johndoe@tcdomainb.com Total Emails: 2	jose@tcdomainb.com Total Emails: 2	janeroe@tcdomainb.com Total Emails: 2	6

Inappropriate Words

Date	Sender	Subject
29/09/2011 20:07	janeroe@tcdomainb.com	FW: Reports from helpdesk
29/09/2011 20:06	jose@tcdomainb.com	RE: joke of the day
29/09/2011 19:36	johndoe@tcdomainb.com	joke of the day
29/09/2011 19:33	janeroe@tcdomainb.com	Fwd: Joke
29/09/2011 19:24	jose@tcdomainb.com	Shopping
29/09/2011 01:11	johndoe@tcdomainb.com	Reports from helpdesk

Screenshot 20 – MailInsights Inappropriate Words Report

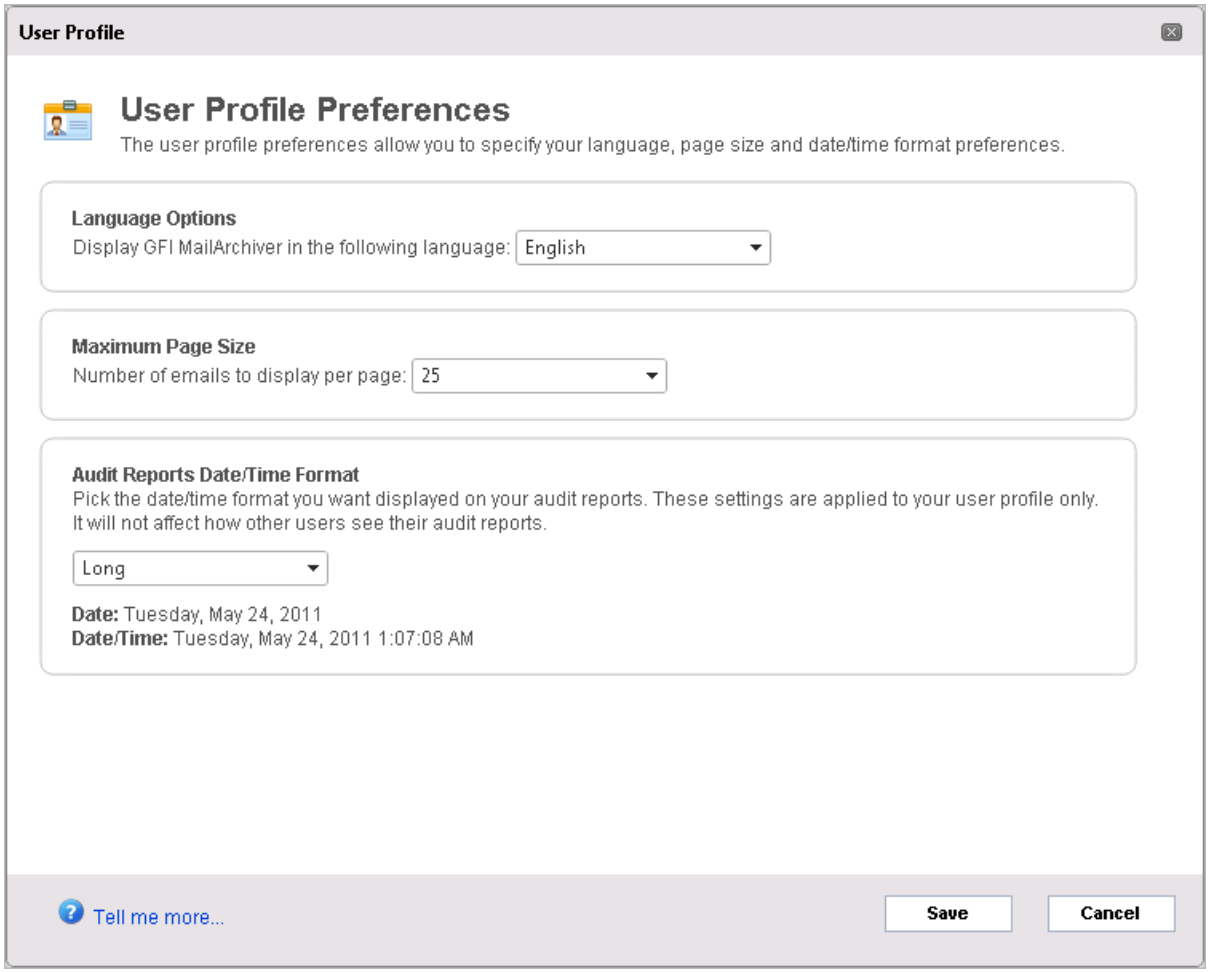
Report data is displayed in a table listing the following:

Table 15 – Email Storage Report criteria

OPTION	DESCRIPTION
Date/Time	Email date and time
Sender	Sender email address
Subject	Email subject

1.8 Changing User Preferences

1. Click the user name displayed on the upper right hand corner of the screen.


User Profile
User Profile Preferences
The user profile preferences allow you to specify your language, page size and date/time format preferences.
Language Options
Display GFI MailArchiver in the following language:
English
Maximum Page Size
Number of emails to display per page:
25
Audit Reports Date/Time Format
Pick the date/time format you want displayed on your audit reports. These settings are applied to your user profile only. It will not affect how other users see their audit reports.
Long
Date: Tuesday, May 24, 2011
Date/Time: Tuesday, May 24, 2011 1:07:08 AM
Tell me more...
Save
Cancel

Screenshot 21 - User profile preferences

2. From the **Language options** drop down box, select the language to display.

3. From the **Maximum page size** area, configure the number of emails to display per page.

4. From the **Audit Reports Date/Time Format** area (available only if logged in as an administrator), change the date/time format to display on audit reports.

5. Click **Save**.

2 Installing GFI MailArchiver Outlook Connector

The GFI MailArchiver Outlook Connector enables users to synchronize their Microsoft Outlook folders with the data archived by GFI MailArchiver.

1. Click **Outlook Connector** tab.

2. Select one of the available download options link to download GFI MailArchiver Outlook Connector. Available options are:

OPTION	DESCRIPTION
Outlook Connector (32-bit Outlook)	Download the GFI MailArchiver Outlook Connector for Microsoft Outlook 32-bit version.
Outlook Connector (64-bit Outlook)	Download the GFI MailArchiver Outlook Connector for Microsoft Outlook 64-bit version.

2.1 Installing GFI MailArchiver Outlook Connector

1. Select **Outlook Connector** tab and download:

» `MAROC_32bitOutlook.exe` (Installer for Microsoft Outlook 32-bit)

» `MAROC_64bitOutlook.exe` (Installer for Microsoft Outlook 64-bit)

2. Double click on the file and follow the wizard to install

To check installation, from Microsoft Outlook, check that a new folder called **GFI MailArchiver Mailbox** is created.

For information on how to use the GFI MailArchiver Outlook Connector, refer to the GFI MailArchiver Outlook connector manual available from:

http://www.gfi.com/mar/manual/

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